

BILL NO. S-75-04-15.

SPECIAL ORDINANCE NO. S- 67-75.

AN ORDINANCE approving a contract for the purchase  
of envelopes for Office Services Department

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT  
WAYNE, INDIANA:

SECTION 1. That the contract dated March 11, 1975 between the  
City of Fort Wayne, by and through its Mayor and the Board of Public Works  
and DOUBLE ENVELOPE CORPORATION for:

420 M Special Duracel Window Envelopes	\$2,902.20
410 M Special Duracel Window Envelopes	<u>2,304.20</u>
TOTAL	\$5,206.40

all as more particularly set forth on CITY UTILITIES PURCHASE ORDER NO.  
6549 which is on file in the office of the Board of Public Works, is by refer-  
ence incorporated herein, made a part hereof, and is hereby in all things  
ratified, confirmed and approved.

SECTION 2. This Ordinance shall be in full force and effect from  
and after its passage and approval by the Mayor.

  
Councilman

APPROVED AS TO FORM  
AND LEGALITY,

  
CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hinga, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_\_\_, at \_\_\_\_\_ o'clock P.M., E.S.T.

Date: 4/8/75 Charles W. Whitman  
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Hinga, and duly adopted, placed on its passage.  
Passed (~~LAST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT
TOTAL VOTES	<u>8</u>	<u>0</u>		<u>1</u>	
BURNS	<u>X</u>				
HINGA	<u>X</u>				
KRAUS	<u>X</u>				
MOSES				<u>X</u>	
NUCKOLS	<u>X</u>				
SCHMIDT, D.	<u>X</u>				
SCHMIDT, V.	<u>X</u>				
STIER	<u>X</u>				
TALARICO	<u>X</u>				

Date: 4/22/75 Charles W. Whitman  
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (~~Zoning Map~~) (~~General~~) (~~Annexation~~) (~~Special~~) (~~Appropriation~~) Ordinance (Resolution) No. S-67-75 on the 22nd day of April, 1975.

ATTEST: (SEAL)  
Charles W. Whitman CITY CLERK  
James Stier PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 23rd day of April, 1975, at the hour of 2:00 o'clock A. M., E.S.T.

Charles W. Whitman  
CITY CLERK

Approved and signed by me this 23rd day of April, 1975, at the hour of 2:00 o'clock P. M., E.S.T.

Jack Butts  
MAYOR

Bill No. S-75-04-15

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance  
approving a contract for the purchase of envelopes for Office Services  
Department

have had said Ordinance under consideration and beg leave to report back to the Common  
Council that said Ordinance OD PASS.

Paul M. Burns - Chairman

Donald J. Schmidt - Vice - Chairman

Winfield C. Moses, Jr.

William T. Hinga

Eugene Kraus, Jr.

OD Schmidt  
Winfield C. Moses Jr.

William T. Hinga  
Eugene Kraus.

DATE 4-22-75 CONCURRED IN  
CHARLES W. WESTERMAN, CITY CLERK



THE CITY OF FORT WAYNE  
board of public works

March 25, 1975

The Common Council  
Fort Wayne, Indiana

Gentlemen and Mrs. Schmidt:

It has been brought to the Board of Public Works' attention that the Office Services Department inventory of window envelopes is practically depleted. These envelopes are to be ordered from Double Envelope Corporation in Fairdale, Kentucky and Office Services has only about a 20-day supply left.

Considering the urgency for replacing these materials, the Board requests "Prior Approval" of City Utilities Purchase Order 6549 to Double Envelope Corporation in the amount of \$5,206.40.

This will be submitted for formal approval and Ordinance number April 8, 1975.

Sincerely,

Dr. Jerry D. Boswell  
Chairman, Board of Public Works

JDB:bt

APPROVED:

Vivian L. Schmidt OJ Schmidt [Signature]  
Irvin H. Moss Jr. Samuel Talarico Eugene Krausk.  
John [Signature] William T. Hinger James S. Stue

MEMBERS OF THE COMMON COUNCIL

# CITY OF FORT WAYNE

## CITY UTILITIES

DEPARTMENT OF PURCHASES  
ROOM 950 CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

Double Envelope Corp.  
P.O. Box 6  
Fairdale, Kentucky 40118

ORIGINAL  
PURCHASE ORDER NO.

6549

This number must appear on each purchase order, invoice, bill of lading, express receipt and correspondence.

DATE March 11, 1975

MAIL ALL INVOICES TO -  
CITY UTILITIES  
GENERAL ACCOUNTING  
4th FLOOR CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802  
INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

SHIP TO -

Office Services  
One Main Street Basement  
City County Bldg.  
Fort Wayne, Indiana

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
	420 M	Special Duracel Window-7/8" x 3" Envelopes (#1) as per sample attached - 4" x 8 1/2" White Wove 24#-Diagonal Seam- Black Ink - upper left hand corner: <u>City Utilities</u> <u>One Main Street</u> <u>City-County Building</u> <u>Fort Wayne, Indiana 46802</u>	41-906,09	6.91/M	2,902.20
		Same as previous P.O. 4374 dated 5/15/74-Quote #649			
	410 M	Special Duracel Window-1" x 2 3/4" Envelopes (#2) as per sample attached - 3 1/2" x 7 1/2" white wove 24# - Diagonal seam - Black Ink Printed upper Left hand corner - 3 lines - upper Right hand corner - <u>Box with "place stamp here"</u>		5.62/M	2,304.20
		reverse side (under flap) <u>"Please enclose card with check and make sure address shows through window"</u>			\$5,206.40
		<u>Confirming photo to Brice.</u>			
		<u>Net 30 days</u>			
		<u>F.O.B.: Fort Wayne Indiana</u>			
		<u>Ship: 3 weeks - advise</u>			
		<u>SUBJECT TO COUNCILMANIC APPROVAL</u>			
		<u>JEK/bn #7 &amp; #8</u>			

**ATTENTION!**  
Send all invoices to General Accounting  
4th Floor, City-County Bldg.  
1 E. Main St.  
Fort Wayne, Indiana 46802  
Show P. O. Number on Packing Slip  
and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE OTHERWISE A 3% CASH ACCOUNT WILL BE TAKEN

SUBJECT TO CONDITIONS ON REVERSE SIDE

BY

CITY UTILITIES PURCHASING AGENT



# Double Envelope

CORPORATION

POST OFFICE BOX 5/FARDALE, KENTUCKY 40118

March 5, 1975

The City of Fort Wayne, Indiana  
 Attn: Mr. Jim Kroener  
 Department of Purchases  
 Room 470, City County Building  
 One Main Street  
 Fort Wayne, Indiana 46802

## QUOTATION

Quantity	Description	Price
420,000	<p><u>#1</u> CONFIRMING</p> <p>White Wove 24# Substance, Size 4 x 8 1/2 Open Side, Diagonal Seam, Special 7/8 x 3 Duracel Window. Printed Black Ink Flexo. Ordered, Manufactured and Shipped in One Lot With Item Two. . . . .</p>	\$6.91/M
410,000	<p><u>#2</u></p> <p>White Wove 20# Substance, Size 3 1/2 x 7 1/2 Open Side, Diagonal Seam, Special 1 x 2 3/4 Duracel Window. Printed Black Ink Flexo. Ordered, Manufactured and Shipped in One Lot With Item One. . . . .</p>	\$5.62/M
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>This Quotation expires in 30 days, acceptance and delivery is subject to the availability of paper.</p> </div> <p style="margin-top: 20px;">Same as previous P.O. 4374 - 5/5/74 Quote #649</p>		
Terms:	Net 30 days	FOB: Fort Wayne, Indiana
Shipment:	Delivery as arranged.	<i>Initial 30 days</i>

Houston

It will be our pleasure to serve you.

DOUBLE ENVELOPE CORPORATION

Prices quoted above do not include cost of preparatory art or engravings.  
 An extra charge, based on our cost, will be made if we are required to  
 furnish either. This quotation is valid for 30 days only.

By Calvin W. DePew  
 Calvin W. DePew  
 Manager, Sales Service



Designers and Manufacturers of Commercial and Specialty Envelopes  
 Plants located in Virginia, Kentucky, and Florida.

DIGEST SHEET

TITLE OF ORDINANCE Special Ordinance

S-75-04-15

DEPARTMENT REQUESTING ORDINANCE Board of Public Works

SYNOPSIS OF ORDINANCE Covers proposed purchase of 830,000 window envelopes at a cost of \$5,206.40 to replenish stock in Office Services Department.

SEE "PRIOR APPROVAL" & PURCHASE ORDER ATTACHED

EFFECT OF PASSAGE Replenish necessary stock in Office Services Dept.

EFFECT OF NON-PASSAGE Unable to provide necessary material to City departments.

MONEY INVOLVED (Direct Costs, Expenditures, Savings) \$5,206.40 to City Utilities

ASSIGNED TO COMMITTEE

City Utilities